

Committee on Academic Planning and Resource Allocation (CAPRA)
Minutes of Meeting
February 14, 2023

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 12:30 pm on February 14, 2023. Chair Kevin Mitchell presiding.

I. Chair's Report – *Kevin Mitchell*

A. Divisional Council meeting February 6

- Campus leadership is interviewing potential facilitators for discussions on the future of the Gallo School and SSHA. CAPRA Chair Mitchell, Senate Chair LiWang, and Senate Vice Chair Keske have met with the candidates. CCGA has received some reviews on the Gallo School pre-proposal but not all, so their report/summary cannot yet be completed.
- AFAC Chair Eaton presented updates to Divisional Council on institutional debt and Divisional Council endorsed AFAC's recommendations.
- Divisional Council voted to support the creation of the proposed Electrical Engineering department in the School of Engineering.

B. UCPB meeting February 7

- Rebenching discussion. (The formula by which funds are allocated on a per student basis to the individual UC campuses.) UC Merced is not under the rebenching formula because we have an MOU. However, by 2030, UC Merced will be following the same rebenching formula as the other campuses.

C. Other Updates

- Chair Mitchell informed CAPRA that he attended a School of Engineering Executive Committee meeting yesterday to discuss the Temporary Academic Staffing (TAS) budget, i.e., Teaching Assistants (TAs) and lecturers. Interim VC/CFO Schnier was also in attendance. SoE faculty are concerned that there is not enough support for TAs. New programs in SoE have a lot of lab courses associated with them and those courses require TAs. When those programs are first launched, they will not have a lot of students, but the lab courses still need to be staffed. And if the funding model is based only on the total number of students, the situation is problematic. Faculty need to be provided with TA support for low enrollment courses. Interim VC/CFO Schnier stated in the EC meeting that the deans could try to reshuffle funds to provide enough TA support, but CAPRA Chair Mitchell does not want to disincentivize the creation of new programs by not ensuring adequate resources.

II. Consent Calendar

- A. Today's agenda
- B. Draft January 31 meeting minutes

Action: the Consent Calendar was approved as presented.

III. Campus Review Items

A. Revised Proposal for a Masters in Data Science & Analytics

The Graduate Council invited CAPRA, CoR, and LASC to review the revised MDSA proposal. Specifically, CAPRA is asked to comment on whether its concerns from the original review in 2021 were addressed in the revised proposal.

Linked on today's agenda were: the revised proposal, CAPRA's 2021 memo, and the lead reviewer's comments.

CAPRA discussed the lead reviewer's comments and made a few suggested edits.

Action: the committee analyst will distribute the revised memo to the committee for additional edits. CAPRA's final memo is due to the Graduate Council chair by Friday, February 24th. (A second deadline extension was recently granted.)

B. Proposal for a B.A. in Data Science & Analytics

Linked on today's agenda was a document containing the hyperlinks to all the relevant proposal materials.

Action: The committee analyst will solicit a lead reviewer over email. The lead reviewer's comments will be discussed at the February 28 meeting. CAPRA's memo is due to the Senate Chair by Friday, March 24.

IV. Consultation with EVC/Provost

EVC/Provost Camfield announced to CAPRA that Interim VC/CFO Schnier and the Chancellor sent out the campus budget call.

VP Spitzmueller began presenting a series of slides on the campus budget call. The CAPRA chair and analyst requested that she share the slide presentation after today's meeting.

The following information is taken from VP Spitzmueller's slides.

Academic Affairs budget preparation timeline:

Feb 14 Deans' Council Overview of budget call process and deliverables

Feb 28 Deans' Council Budget Call follow-up, as needed

Mar 21 Non-Academic Planning Units FY24 Budget requests submitted

March 28 Deans' Council Non-Academic Planning Units present annual report, plans and FY24 budget request at VP & Provost level. (Template presentation will be provided.) Invite CAPRA

March 29 Academic Planning Units (Schools, UG and Grad Division, Library) FY24 Budget requests and updated academic plans submitted

April 4 Extra Deans' Council Meeting (Schedule) Schools, UG and Grad Division, Library present annual report, plans and FY24 budget request. (Template presentation will be provided.) Invite CAPRA

April 11 Deans' Council Academic Affairs presentations, con't. Invite CAPRA

April 18 Extra Deans' Council Meeting (Schedule, if needed) Discuss priorities/advise EVC/Provost

April 21 EVC/P Submits Academic Affairs budget request to CFO

EVC/Provost Camfield stated that unlike last year when he and CAPRA reviewed budget requests in parallel, he prefers to invite CAPRA to provide input at earlier points in the timeline. In response to CAPRA Chair Mitchell's question about faculty FTE lines, EVC/Provost Camfield stated that "bucket 2" of the campus budget call will include requests for faculty FTE lines, but he is not yet sure if "bucket 1" will include them. With regard to backfilling faculty lines, EVC/Provost Camfield stated that he will work with the deans, Interim VC/CFO Schnier, and VP Spitzmueller on criteria for backfilling faculty FTE lines.

VP Spitzmueller presented a "proposed CAPRA review timeline":

Mar 21 Non-Academic Planning Units FY24 Budget requests submitted

March 29 Academic Planning Units FY24 Budget requests and updated academic plans submitted

April 11 CAPRA Meeting Discuss academic planning submissions

Week of April 3 CAPRA may need to add an additional meeting? Discuss academic planning submissions

April 14 CAPRA Submits academic planning recommendations to EVC/P.

Budget call submission components:

1. Updated and Extended Academic Plans
 - a. Narrative report on progress with school plan and impact of strategies on school and planning measures

- b. Narrative describing use of FY23 budget allocations
 - c. Status of AY 21-22 strategies in Excel file
 - d. Extended five-year academic plans
2. FY24 budget requests for three types of funds
- a. Campus generated funds
 - b. Bridge funding to jump-start new undergraduate programs and drive growth.
 - c. Temporary funding for staff to reduce faculty administrative burden and generate time for research
 - d. Narrative explanation of the budget request
3. Narrative Description of Unit Commitment to Equity, Justice, and Inclusive Excellence
4. Unit presentations

Component 1: updated and extended academic plan

- a. Narrative Evaluating School/Division Progress
- Brief report on the school/division's progress in AY 21-22 (FY23) on its academic plan. This includes
 - what the school/division accomplished and
 - how the school/division is assessing/measuring progress internally.
 - Brief report on any improvements in APWG measures or where anticipating progress given the work completed;
 - Utilize tables to provide updates on three years and next year goals on key strategic plan indicators.
 - Highlight initiatives to increase awareness of the strategic plan and its relationship to academic planning, as we work to reconciling academic and strategic planning.

This narrative informs the presentation to Deans' Council (with CAPRA reps) and Cabinet.

Scorecard Tables for Planning Progress: 3-year Progress and One and Five-Year Goals:

- *Student Success:*
 - *Application numbers, yield, summer melt, enrollment, disaggregated by demographics (gender, ethnicity, Pell, first gen)*
 - *Yearly retention, four and six-year graduation rates, disaggregated by demographics*

- *Involvement in HIP, disaggregated by demographics*
- *SCH for senate faculty – goal of 590 SCH per senate faculty member*
- *New undergraduate majors under development*
- *Research:*
 - *Total new grants and contracts received, total IDC*
 - *Total number of grants and contracts applied for*
 - *Philanthropic funding*
- *Diversity, Equity, and Inclusion:*
 - *Faculty and student demographic background diversity*
 - *Promotion data disaggregated by gender and minority status*

Component 1: updated and extended academic plan

b. *NEW* – Narrative Describing Use of FY23 Budget Allocations

Brief description of how FY23 budget allocation is being/will be used to support the school/division's academic plan.

Confirm the strategies and principal APWG measures these resources are expected to support and affect for AY22-23 and/or forward. This information is available from last year's budget request.

This also narrative informs the presentation to Deans' Council (with CAPRA reps), and Cabinet.

d. Extended academic plan

- In the narrative version of the school/division plan
 - Add strategies for AY 2027-28 and align strategies to APWG measures
 - Make any other updates
- Update the Excel spreadsheet to reflect the revised narrative plan.

Component 2: FY24 Budget Request:

Per campus budget letter, there are three buckets of money. Subsequent slides provide details, including stipulations.

Per page 11 of VP Spitzmueller’s slide presentation:

Funding Type	Funding Supports	Funds Amount	Who can use?
1. Campus generated funds	Operations	~\$1.7M to \$2M	All divisions, in and outside of Academic Affairs
2. Bridge funding to jump-start 20 new undergraduate programs and drive growth (One-time funds)	Hiring between 27-30 additional faculty, and a similar number of staff to support new undergraduate programs (not grad)	\$21M, over the next six years	Schools, undergrad and grad divisions and other units as appropriate
3. Temporary funding for staff (OP loan)	Staff to reduce research-related faculty administrative burden	\$2.5M a year for the next four years – a total of \$10M	Campus units that can meet stipulations

FY 24 Budget Request Bucket 1:

USES:

- New faculty hires.
- Staff support in schools other than that which is meant to (1) support new programs (i.e., bucket 2) and (2) free up faculty time for research through limiting time dedicated to administrative tasks (i.e., bucket 3)?
- Staff support in all Academic Affairs units
- Other non-staff needs in schools/divisions and Academic Affairs units

FY 24 Budget Request Bucket 2:

For *this budget cycle* (FY24), the following possible commitments would be evaluated:

- Faculty and staff hires needed in FY24 for programs to start in fall 2024, e.g.,
 - Data Science and Computing proposal which requires a staff position in FY24
 - Electrical Engineering searches conducted this year, with faculty to start FY24, and those to be undertaken during FY24 to start in FY25
- Faculty and staff hires to start in FY25 for program proposals submitted to the Senate this year and which will kick off in fall 2024.

F24 Budget Request Bucket 3:*This spring:*

- Allocate as much of \$2.5M as possible to maximize impact of funds on campus capacity
- Before units submit budget requests, facilitate planning discussion among stakeholders to identify and sequence capacity and capability needs to make most effective use of these funds
- In consultation with deans, senior administration, and CAPRA develop performance measures by July 1, 2023, to be met for these funds to become permanent.

Component 3: Narrative Description of Unit Commitment to Equity, Justice, and Inclusive Excellence:**NEW** - Narrative Description of Commitment to Equity, Justice, and Inclusive Excellence

Describe how the school/division demonstrates its commitment to equity, justice, and inclusive excellence in past and current practices. Examples might include demonstrable efforts to promote diversity in team membership; offering EDI education/training within the school/division; creating a climate, as reported by its staff/faculty, that is inclusive and encourages all perspectives to be expressed; and/or showing that the school/division engages in equitable patterns of hiring, internal interactions, and access to opportunities for individuals from all backgrounds.

Component 4: Presentation:

- 30-minute presentation slot: 20-minute summary of the items requested through the budget call process and 10 minutes for Q & A
- Presentation will include:
 - Scorecard tables (three slides)
 - How do investments/augmentation requests tie to scorecard metrics/indicators (seven slides)?
 - **Deans, Vice Provosts, and the University Librarian will present at Deans Council *and* at Cabinet**

EVC/Provost Camfield invited CAPRA to attend the aforementioned Deans Council and Cabinet meetings to hear the presentations from the Deans, Vice Provosts, and the University Librarian.

CAPRA Chair Mitchell informed EVC/Provost Camfield about the committee's fall semester 2022 survey of department chairs on staffing. EVC/Provost Camfield expressed interest in incorporating CAPRA's future report into his documents.

- V. Systemwide Review Item
 - A. Proposed revisions to Presidential Policy BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management

Linked on today's agenda were the following:

- Merced Senate committees' 2021 comments, including CAPRA's

- Summary of key revisions in the current, revised policy
- Tracked changes version of the revised policy

Action: The CAPRA analyst will solicit a lead reviewer via email. The lead reviewer’s comments will be discussed at the February 28 CAPRA meeting. CAPRA’s comments are due to the Senate Chair by Friday, March 17.

VI. Other Business

- A. CAPRA’s draft memo to CoR with suggested revisions to the Centers policy.

CAPRA members had no additional edits to the memo

Action: The CAPRA analyst will transmit CAPRA’s memo to CoR with a request that CoR considering incorporating the suggested revisions into the Centers policy.

VII. Executive Session – voting members only

No minutes were recorded.

Action: The CAPRA analyst will distribute the CAPRA lead reviewer’s draft report of the results of the fall 2022 survey of department chairs on staffing for review and editing. The final version of the report will be transmitted to Divisional Council.

There being no further business, the meeting was adjourned at 2:00 pm.

Attest: Kevin Mitchell, CAPRA chair